

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: GROUND MAINTENANCE/SOPS		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 1 OF 2		
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.					
1. REFERENCES: AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations. 2. PURPOSE: To ensure that units provides uniform guidance and direction to standardize operating procedures. 3. SPECIFIC QUESTIONS: Does the unit have a current SOP that covers the following areas: a. The receipt, processing, repair and disposition of equipment to include work order reconciliation and follow-up procedures. b. PMCS Procedures c. Calibration of TMDE d. Motor Park / equipment security e. Army Oil Analysis Program (AOAP) f. Shop safety to include hazard materials, respiratory hazards, use of power tools, etc. g. Repair parts and tool accountability h. Quality control and assurance i. Recurring reports j. Responsibilities of operators/mechanics k. Dispatch Procedures l. Procedures, responsibilities, and document work flow for ULLS-G, to include establish and maintenance of a database m. Accident reporting procedures n. Office telephone numbers of key maintenance personnel					

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FUNCTIONAL AREA/SUBORDINATE AREA: GROUND MAINTENANCE/SOPS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 2	
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
o. Readiness reporting procedures/USR p. Accident reporting procedures q. Office telephone numbers of key maintenance personnel r. Readiness reporting procedures/USR s. Is the SOP compatible with the unit's mission and is the unit operating by the guidelines set forth in the SOP? t. Has the SOP been reviewed and approved within the last 18 months?					
NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____					
VERIFICATION <div style="text-align: right;"> x _____ Unit POC Signature, Name, Rank, Date x _____ Inspector's Signature, Name, Rank, Date </div>					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: PUBLICATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.				
1. REFERENCES: See list below. 2. PURPOSE: To ensure reference literature is readily available for staff use. 3. SPECIFIC QUESTIONS: a. Does the unit have the ETM Laptop? b. Are the current copies of the following recommended publications on hand or available: AR 25-400-2, Modern Army record Keeping System AR 190-51, Security of Unclassified Army Property AR 220-1, Unit Status Reporting AR 385-10, The Army Safety Program AR 11-34, Respiratory Protection Program AR 350-1, Army training AR 385-40, Accident reporting and records AR 385-55, Prevention of motor vehicle accidents USAREUR Regulation AR 385-55 AR 420-90, Fire protection AR 600-55, Army Driver & Operator Standardization Program Army in Europe Regulation AR 600-55 AR 600-8-22, Military Awards AR 700-138, Army Logistics Readiness and Sustainability AR 700-139, Army warranty program and policies AR 710-2, Inventory Management Supply Policy Below the Wholesale Level AR 735-5, Policies and Procedures for Property Accountability AR 750-1, Army Material Maintenance Policy and Retail Maintenance Operations Army in Europe Supplement 1 to AR 750-1 Army Materiel Maintenance Policy, 7 November 2003 AR 750-10, Modification of material and issuing SOUM AR 750-43, Army Test, Measurement and Diagnostic Equipment Program USAREUR Supplement 1 to AR 750-43 Army Test, Measurement, and Diagnostic Equipment				

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FUNCTIONAL AREA/SUBORDINATE AREA: PUBLICATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
DA PAM 385-1, Unit safety management DA PAM 710-2-1, Using Unit Supply System (Manual Procedures) DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures DA PAM 738-750, Functional Users Manual for the Army Maintenance Management System (TAMMS) DA PAM 750-1, Leader's Unit Maintenance Handbook FM 4-30.3 Maintenance Operations and Procedures FM 9-43-2, Recovery and Battlefield Damage Assessment and Repair FM 21-305, Manual for wheeled vehicle driver FM 55-30, Army Motor Transport Units and Operations SB 700-20, Army Adopted/Other Items Selected for List of Reportable Items TB 43-0142, Safety inspection and testing of lifting devices TB 43-180, Calibration and Repair Requirements for TMDE TM 9-243 Care and Maintenance of Hand Tools 30 th Medical Brigade, Medical Maintenance External SOP c. Are all required documents filed IAW AR 25-400-2, The Modern Army Record Keeping System?				
NOTES:				
		VERIFICATION		
		x _____		
Date		Unit POC Signature, Name, Rank,		
		x _____		
Date		Inspector's Signature, Name, Rank,		

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MAINTENANCE MANAGEMENT (TAMMS)		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 3
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.				
1. REFERENCES: a. AR 220-1, Unit Status Reporting b. AR 700-138, Army Logistics Readiness and Sustainability c. DA PAM 738-750, Functional Users Manual for the Army 2. PURPOSE: To ensure optimal control of critical maintenance resources. 3. SPECIFIC QUESTIONS: a. Is there an effective Operator Level PMCS program established, maintained, and recorded on DA Form 5988-E? DA PAM 738-750 12-2b b. Is the equipment inspection and maintenance worksheet (DA Form 5988-E) heading information accurate? DA PAM 738-750 12-2b c. Are the DA Forms 5988-E being properly filled out by operators/supervisors during PMCS? DA PAM 738-750 12-2b d. Do the parts request correspond with the maintenance faults? DA PAM 738-750 Fig 12-3 e. Are faults on the equipment being entered/removed into the ULLS-G in a timely manner DA PAM 738-750 12-6 f. Is the dispatcher on appointment orders signed by the commander? DA PAM 738-750 2-2b g. Does the dispatcher insure the motor equipment dispatch (DA Form 5987-E) has complete information prior to and upon return from dispatch? DA PAM 738-750 12-9 h. Does the dispatcher follow proper dispatching procedures? DA PAM 738-750 12-6 i. Is equipment sent to direct support dispatched? DA PAM 738-750 12-9				

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FUNCTIONAL AREA/SUBORDINATE AREA: MAINTENANCE MANAGEMENT (TAMMS)		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 3
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>j. Is the dispatch control log filed for 30 days after purged from the ULLS-G? DA PAM 738-750 2-6</p> <p>k. Does the unit have an equipment folder for each specific item of equipment? DA PAM 738-750 2-3</p> <p>l. Does the equipment record folder contain all necessary forms? DA PAM 738-750 2-3</p> <p>m. Are all services being recorded/updated in ULLS-G and kept on file? DA PAM 738-750, Ch 12-3</p> <p>n. Are all services scheduled 6 months in advance and on the units training schedule? DA PAM 738-750 3-5</p> <p>o. Are all services being performed IAW the 10% specified variance? DA PAM 738-750 3-3</p> <p>p. Was the vehicle that was serviced dispatched and road tested prior to and after completion of the service? DA PAM 738-750 ch12</p> <p>q. Is the commander or his/her designated representative signing high priority requests?</p> <p>r. Are maintenance request being filled out properly and accurately? DA PAM 738-750 ch 12</p> <p>s. Are maintenance requests being kept on file for 90 days after completion? DA PAM 738-750 3-6</p> <p>t. Are all reportable LINs on AMSS feeder? DA PAM 738-750</p> <p>u. Does the AMSS match MTOE for equipment authorized and on hand? AR 700-138, Ch 2-6</p> <p>v. Is all Reportable equipment IAW (AR 700-138) loaded into the units ULLS G box? AR 220-1</p> <p>w. Is the DA Form 2406 signed by the commander and kept on file for 6 months? AR 700-138 chapter 2</p> <p>x. Are approved programs loaded on the ULLS-G computer? CSSAMO</p> <p>y. Is there a minimum of six blank tapes available one for each daily back-up and one for monthly back-up before AMSS process is done? CSSAMO</p> <p>z. Is personnel properly (school LOG 76) trained on ULLS-G? VCORPS</p>				

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FUNCTIONAL AREA/SUBORDINATE AREA: MAINTENANCE MANAGEMENT (TAMMS)		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 3 OF 3	
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
cc. Are turn-ins processed in a timely manner to correct excess? DA PAM 710-2-1 dd. Is a demand analysis run IAW DA PAM 710-2-1 quarterly? ee. Is the ULLS-G clerk processing the Supply Transaction diskette and delivering/blasting it to the SSA daily? ff. Does the unit receive and process a SAMS status diskette from DS daily? gg. Are DA Form 2408-9,s properly prepared, maintained and signed by the commander? DA PAM 738-750 5-6 hh. Is a NMC being run daily and reviewed by the commander? AR 700-138 ii. Does the ULLS-G have the proper storage container? NOTES: _____ _____ _____ _____ _____ _____ _____ _____ <div style="display: flex; justify-content: space-between;"> <div>Date</div> <div> VERIFICATION x _____ Unit POC Signature, Name, Rank, Date x _____ Inspector's Signature, Name, Rank, </div> </div>					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: PLL		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.				
1. REFERENCES: a. AR 190-51, Security of Unclassified Army Property b. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures) c. DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures 2. PURPOSE: To ensure policy and procedures used to manage PLL are followed. 3. SPECIFIC QUESTIONS: a. Has the PLL listing been approved by the commander? DA Pam 710-2-1 ch8-1 b. Are all PLL items on hand or on request? DA Pam 710-2-1 ch8-1 c. Do quantities on hand match authorized stockage levels? DA Pam 710-2-1 d. Are inventories being performed every 90 days and kept on file? DA Pam 710-2-1 e. Do storage locations coincide with PLL listing? DA Pam 710-2-1 ch. 8-19 f. Are parts bins properly marked and are parts labeled? DA Pam 710-2-1 g. Are repair parts properly secured IAW AR 190-51? h. If awaiting a service or additional parts, are parts in bin marked to show why they are there? DA Pam 710-2-1 i. Does the unit have DA Form 1687 on hand showing who can request and receive parts? DA Pam 710-2-1 j. Is there an issue register on hand for distribution of parts? DA Pam 710-2-1				

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FUNCTIONAL AREA/SUBORDINATE AREA: PLL		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 2	
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
l. Are unit transactions listings with the DSU initialed by the DSU and filed for 30 days? ULLS EUM ch 7 m. Does the unit use the recoverable item control list to reconcile transactions with the DSU? ULLS EUM c-55 n. Are unserviceable RX items turned in expeditiously? DA Pam 710-2-1 o. Are units reviewing ORIL reports monthly? p. Is there a commanders exception file maintained? AR 25-400-2 q. Is a transaction report being run daily and retained on file for 2 years? ULLS EUM ch4 r. Does the unit make parts run at least 3 times a week? BDE SOP s. Does the unit have excess parts? DA Pam 710-2-1 ch 8 t. Does the parts received not installed report match what is in the parts bin? ULLS EUM ch7 u. Is PLL zero balance 10% or less? BDE Policy v. Is the DCR purged filed for 2 years? ULLS EUM ch 4					
NOTES: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					
<div style="text-align: right;">VERIFICATION</div> <div style="text-align: right;">x _____</div> <div style="text-align: right;">Unit POC Signature, Name, Rank,</div> <div>Date</div> <div style="text-align: right;">x _____</div> <div style="text-align: right;">Inspector's Signature, Name, Rank,</div> <div>Date</div>					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TOOLS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004		PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.					
1. REFERENCES: a. AR 190-51, Security of Unclassified Army Property b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level c. AR 735-5, Policies and Procedures for Property Accountability d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures) e. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures 2. PURPOSE: To ensure policy and procedures used to manage tools are followed. 3. SPECIFIC QUESTIONS: a. Does the unit have all authorized tools on hand according to MTOE? b. Are tool sets, kits and outfits controlled using a hand receipt component list DA Form 2062? c. Are tools sub-hand receipted using DA Form 2062? d. Have tools been inventoried at least semi-annually, IAW AR 710-2 & AR 735-5? e. Have tool shortages been requested through supply and if so show proof by document numbers? f. Has a tool room custodian been appointed on orders? g. Is there an access roster for the tool room? h. Is there a roster of personnel authorized to sign for tools?					

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FUNCTIONAL AREA/SUBORDINATE AREA: TOOLS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 2	
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
<p>i. Is there a tool room log or card file maintained on DA Form 5519-R or acceptable spreadsheet. All entries must be in ink and the minimum log entries are: NSN, noun nomenclature of the tool, quantity issued, signature of individual receiving the tool, initials of tool room custodian when tool is returned.</p> <p>j. Are tool room issues of more than one day but less than 31 days prepared on a DA Form 3161 in three copies?</p> <p>k. Are tool room issues of more than 31 days prepared on a DA Form 2062 in three copies?</p> <p>l. Are tools, tool kits, SKO's, and TMDE costing over \$100 secured and controlled IAW AR 190-51 and TB MED 750-1, paragraph 9-12?</p> <p>m. Are GMTK locked and also secured to a rack of some kind?</p> <p>n. Is there a tool room SOP?</p> <p>o. What is the condition of the mechanics tools and tool boxes?</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
<p>VERIFICATION</p> <p>x _____</p> <p>Unit POC Signature, Name, Rank,</p> <p>Date</p> <p>x _____</p> <p>Inspector's Signature, Name, Rank,</p> <p>Date</p>					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TMDE/CALIBRATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.				
1. REFERENCES: a. AR 190-51, Security of Unclassified Army Property b. AR 750-43, Army Test, Measurement and Diagnostic Equipment Program c. TB 43-180, Calibration and Repair Requirements for TMDE 2. PURPOSE: To ensure policy and procedures used to manage TMDE are followed. 3. SPECIFIC QUESTIONS: a. Does the unit have all authorized TMDE on hand according to MTOE? b. Does the unit have a TMDE Coordinator on orders IAW AR 750-43, Chapter 6? c. Has the Calibration, Verification, Certification (CVC) sticker, DD Form 2163 been affixed to all equipment requiring CVC? TB 38-750-2 d. Does the unit receive and review TMDE Integrated material Management System (TIMMS Report)? Direct Support e. Have the items that have had the DA Label 80 over-stamped with CBU or CNR been identified as unusable for CVC? TB 43-180 f. Are TMDE properly secured IAW AR 190-51? g. Is TMDE requiring calibration up to date? TB 43-180				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SHOP OPERATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>TASK: Supervise Maintenance Operations</p> <p>CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references</p> <p>STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.</p>				
<p>1. REFERENCES:</p> <p>a. FM 4-30.3 Maintenance Operations and Procedures</p> <p>b. AR 190-13 Army Physical Security Program</p> <p>2. PURPOSE: To evaluate the efficiency of ongoing shop operations.</p> <p>3. SPECIFIC QUESTIONS:</p> <p>a. Are shop bays kept clean and organized?</p> <p>b. Is bench stock/service parts marked and organized?</p> <p>c. Is a safety board in bay area?</p> <p>d. Is a Material Safety Data Sheets (MSDS) posted?</p> <p>e. Are security measures taken to prevent Entry into restricted areas such as parts room, tool room, etc...?</p> <p>f. Are set hours for dispatching posted and followed?</p> <p>g. Are NCO,s supervising mechanics?</p> <p>h. Do operator/mechanics have and utilize proper 10 and 20 level TM,s?</p> <p>i. Is there an adequate amount of dry sweep and rags available and is it properly stored?</p> <p>j. Is the shop office well organized?</p>				

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FUNCTIONAL AREA/SUBORDINATE AREA: MOTOR POOL SAFETY		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>TASK: Supervise Maintenance Operations</p> <p>CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references</p> <p>STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.</p>				
<p>1. REFERENCES:</p> <ul style="list-style-type: none"> a. AR 385-10, Army Safety Program b. AR 385-55, Prevention of motor vehicle accidents c. AR 420-90, Fire and Emergency Services d. MSDS e. TM 9-243, Care and Maintenance of Hand Tools f. V CORPS Safety Checklist <p>2. PURPOSE: To ensure maintenance activity practices safe operations, and maintain a safe environment.</p> <p>3. SPECIFIC QUESTIONS:</p> <ul style="list-style-type: none"> a. Are technicians knowledgeable of general safety procedures outlined by AR 385-10, and the unit's safety program? b. Are technicians knowledgeable of fire protection rules, plans, and evacuation routes? AR 420-90 c. Are shop floors kept free of oil, grease, and other hazardous or slippery substances? AR 385-10 d. Is there a shop safety NCO on appointment orders? e. Are hearing and eye protection items in use by personnel and are signs posted where applicable? 				

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FUNCTIONAL AREA/SUBORDINATE AREA: MOTOR POOL SAFETY		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2	
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
<p>h. Is there a flammable cabinet and is it in compliance with OSHA Reg 29 CFR, Part 1910?</p> <p>i. Are tire inflation cages and extension air hoses available and being used?</p> <p>j. Is oxygen gas/acetylene tanks secure and are valve caps in place when not in use?</p> <p>k. Is shop entrances and exits clearly identified? AR 385-10</p> <p>l. Is the proper Personal Protective Equipment (PPE) on hand?</p> <p>m. Have personnel been issued protective footwear?</p> <p>n. Are fire extinguishers inspected monthly? AR 420-90</p> <p>o. Are fire extinguishers hung on a wall, in a cabinet, or on a stand with proper markings?</p> <p>p. Are shops properly ventilated as a precaution against asphyxiation by exhaust gases? AR 420-90</p> <p>q. Are only approved work stands or scaffolding used? AR 385-10</p> <p>r. Are only approved solvents used for cleaning parts and equipment? ECO</p> <p>s. Is flammable storage cabinets provided for safe storage of POL? AR 420-90</p> <p>t. Is hazardous waste properly stored in certified containers?</p> <p>u. Are jacks and safety stands load tested annually? TB 9-243</p> <p>v. Are ground guides used when moving vehicles and equipment into and out of the shop? AR 385-55</p> <p>w. Are brake tests being conducted annually on wheeled vehicles? Is a copy kept in the logbook and on file?</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>					
VERIFICATION					
<div style="text-align: center;">x</div> <div style="text-align: center;">Unit POC Signature, Name, Rank, Date</div>					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: DRIVER'S TRAINING		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Supervise Maintenance Operations CONDITIONS: In the field or garrison environment, given maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective maintenance shop operation in accordance with SOPs and applicable references.				
1. REFERENCES: a. AR 385-10, Army Safety Program b. AR 385-40, Accident Reporting and Records c. AR 385-55, Prevention of Motor Vehicle Accidents d. USAREUR Regulation, AR 385-55 e. Army in Europe Regulation, AR 600-55 f. V CORPS Policy g. BDE SOPs 2. PURPOSE: To ensure policy and procedures used to manage Driver Training are followed. 3. SPECIFIC QUESTIONS: a. Does the unit have a Driver Training SOP and is a copy forwarded to the Brigade? BDE SOP b. Are unit driver instructors AMVI qualified? BDE Policy c. Are unit driver instructors on appointment orders and is a copy forwarded up to Brigade? BDE Policy d. Does the unit have a copy of the Driver Training lesson plan? AR 600-55, Army in Europe Regulation AR 600-55, AR 385-55 and USAREUR Regulation AR 385-55? e. Is training being conducted/annotated IAW AR 600-55 and Army in Europe Regulation AR 600-55, The Army and Operator Standardization Program? f. Is NVG training being conducted every 6 months, annotated and kept on file?				

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FUNCTIONAL AREA/SUBORDINATE AREA: PUBLICATIONS		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 1 OF 3		
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Supervise Medical Maintenance Operations CONDITIONS: In the field or garrison environment, given medical maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective medical maintenance shop operation in accordance with SOPs and applicable references.					
1. REFERENCES: a. AR 750-1, Army Material Maintenance Policy and Retail Maintenance Operations b. TB MED 750-1, Operating Guide For Medical Maintenance 2. PURPOSE: To ensure that units provides uniform guidance and direction to standardize operating procedures. 3. SPECIFIC QUESTIONS: a. Does the unit have a current SOP that covers the following areas: (1) The receipt, processing, repair and disposition of equipment to include work order reconciliation and follow-up procedures (2) PMCS Procedures (3) Calibration of TMDE (4) Inspection and condition coding of medical equipment (5) Shop safety to include radiation hazards, respiratory hazards, use of power tools, etc. (6) Repair parts and tool accountability (7) Quality control and assurance (8) Recurring reports (9) Responsibilities of staff (10) Procedures, responsibilities, and document work flow for ULLS-G, to include establish and maintenance of a database (11) Office telephone numbers of key maintenance personnel					

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FUNCTIONAL AREA/SUBORDINATE AREA: PUBLICATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 3
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>(12) Readiness reporting procedures/USR</p> <p>b. Is the SOP compatible with the unit's mission and is the unit operating by the guidelines set forth in the SOP?</p> <p>c. Has the SOP been reviewed and approved within the last 18 months?</p> <p>d. Are the following additional references on hand or available?</p> <p>(1) AR 40-61, Jan 95, Medical Logistics Policies and Procedures.</p> <p>(2) AR 220-1, Sep 97, Unit Status Reporting.</p> <p>(3) AR 700-138, Sep 97, Army Logistics Readiness and Sustainability.</p> <p>(4) AR 710-2, 31 Oct 97, Inventory Management Supply Policy Below the Wholesale Level.</p> <p>(5) AR 750-1, Jul 96, Army Materiel Maintenance Policy and Retail Maintenance Operations.</p> <p>(6) AR 735-5, 31 Jan 98, Policies and Procedures for Property Accountability.</p> <p>(7) DA Pam 710-2-1, Dec 97, Using Unit Supply System (Manual Procedures).</p> <p>(8) DA Pam 710-2-2, Sep 98, Supply Support Activity System: Manual Procedures.</p> <p>(9) TB MED 7, Jun 92, Maintenance Expenditure Limits for Medical Materiel.</p> <p>(10) TB MED 521, Jun 81, Management and Control of Diagnostic X-Ray.</p> <p>(11) TM 9-243, Care and Maintenance of Hand Tools.</p> <p>(12) Current SB Series, Army Medical Supply Information (12 Months).</p> <p>(13) Service Literature</p> <p>(14) 30TH Medical Brigade, Medical Maintenance Customer Assistance Handbook</p>				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: PUBLICATIONS		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 3 OF 3		
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____					
VERIFICATION X _____ Unit POC Signature, Name, Rank, Date X _____ Inspector's Signature, Name, Rank, Date					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MAINTENANCE MANAGEMENT		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Supervise Medical Maintenance Operations CONDITIONS: In the field or garrison environment, given medical maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective medical maintenance shop operation in accordance with SOPs and applicable references.				
1. REFERENCES: a. AR 40-61, Medical Logistics Policies and Procedures b. AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations c. DA PAM 738-750, Functional Users Manual for the Army d. TB MED 750-1 Operating Guide For Medical Maintenance e. TB MED 521 Management and Control of Diagnostic X-Ray 2. PURPOSE: To ensure managerial control of critical maintenance resources. 3. SPECIFIC QUESTIONS: a. Is there an effective Operator Level PMCS program established, maintained, and recorded on DA Form 5988-E? DA PAM 738-750 12-2b b. Is all MTOE medical equipment requiring PMCS listed in the ULLS computer? c. Is there a valid Equipment Maintenance and Inspection Worksheet (5988-E for ULLS) and/or DA 2404 on hand reflecting the most recent maintenance service? d. Are scheduled maintenance services and calibrations being conducted IAW TM's and/or manufacturer's literature? e. Do all equipment requiring calibration services have a DD Form 2163 annotated with a valid date and affixed on the equipment item? AR 40-61. f. Are DA Form 2407s (Maintenance Request) being maintained on non-operational equipment and turn-ins? TB MED 750-1, DA PAM 738-750 g. Does the defibrillator equipment have a DA Label 175 annotated with valid data and is there a current and completed DA Form 5624-R on file in the maintenance shop? TB MED 750-1				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MAINTENANCE MANAGEMENT		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 2
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>h. Does unit have an Operator Maintenance Program? AR 750-1, TB MED 750 1</p> <p>i. Are safety tests being conducted on all medical equipment that has been repaired and is it reflected on the DA Form 2407? AR 40-61, TB MED 750 1</p> <p>j. Is there a valid Equipment Maintenance and Inspection Worksheet, DA 2404 on hand reflecting the most recent operator PMCS?</p> <p>k. Is there a x-ray file, Radiation Protection Program File(RPPF), that contain FDA Form 2579, Report of Assembly, calibration reports, DD Form 2164, and maintenance records. TB MED 750-1</p> <p>l. Does the maintenance activity have MEDSTEP assets on hand? If so, are the assets listed on the appropriate form and has the list been approved by the activity commander or his designee AR 40-61 and TB MED 750-1, para 3-1a and para 3-1b</p> <p>m. Is there a reciprocal Military Proficiency Training (MPT) program for TOE and TDA Medical Maintenance personnel?</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VERIFICATION</p> <p>x _____ Unit POC Signature, Name, Rank, Date</p> <p>x _____ Inspector's Signature, Name, Rank, Date</p>				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TOOLS ROOM		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004		PAGE 1 OF 2
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Supervise Medical Maintenance Operations CONDITIONS: In the field or garrison environment, given medical maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective medical maintenance shop operation in accordance with SOPs and applicable references.					
1. REFERENCES: a. AR 190-51, Security of Unclassified Army Property b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level. c. AR 735-5, Policies and Procedures for Property Accountability d. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures) e. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures f. TB MED 750-1, Operating Guide For Medical Maintenance g. AR 40-61, Medical Logistics Policies and Procedures 2. PURPOSE: To ensure policy and procedures used to manage tools are followed. 3. SPECIFIC QUESTIONS: a. Does the unit have all authorized tools on hand according to MTOE? b. Are tool sets, kits and outfits controlled using a hand receipt component list DA Form 2062? c. Are tools sub-hand receipted using DA Form 2062? d. Have tools been inventoried at least semi-annually, IAW AR 710-2 & AR 735-5? e. Have tool shortages been requested through supply and if so show proof by document numbers? f. Has a tool room custodian been appointed on orders? g. Is there an access roster for the tool room? h. Is there a roster of personnel authorized to sign for tools?					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TOOLS ROOM		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 2 OF 2	
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
<p>i. Is there a tool room log or card file maintained on DA Form 5519-R or acceptable spreadsheet. All entries must be in ink and the minimum log entries are: 1. NSN; 2. noun nomenclature of the tool; 3. quantity issued; 4. signature of individual receiving the tool; 5. initials of tool room custodian when tool is returned</p> <p>j. Are tool room issues of more than one day but less than 31 days prepared on a DA Form 3161 in three copies?</p> <p>k. Are tool room issues of more than 31 days prepared on a DA Form 2062 in three copies?</p> <p>l. Are tools, tool kits, and TMDE costing over \$100 secured and controlled IAW AR 190-51 and TB MED 750-1, paragraph 9-12?</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VERIFICATION</p> <p>x _____ Unit POC Signature, Name, Rank, Date</p> <p>x _____ Inspector's Signature, Name, Rank, Date</p>					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TMDE/CALIBRATIONS		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 1 OF 2		
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Supervise Medical Maintenance Operations CONDITIONS: In the field or garrison environment, given medical maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective medical maintenance shop operation in accordance with SOPs and applicable references.					
1. REFERENCES: a. AR 190-51, Security Of Unclassified Army Property b. AR 750-43, Army Test Measurement and Diagnostic Equipment (TMDE) Program c. TB MED 750-1, Operating Guide For Medical Maintenance 2. PURPOSE: To ensure policy and procedures used to manage TMDE are followed. 3. SPECIFIC QUESTIONS: a. Does the unit have all authorized TMDE on hand according to MTOE? b. Does the unit have a TMDE Coordinator on orders IAW AR 750-43, Chapter 6? c. Has the Calibration, Verification, Certification (CVC) sticker, DD Form 2163 been affixed to all equipment requiring CVC? TB MED 750-1 d. Have the items that have had the DA Label 80 over-stamped with CBU or CNR been identified as unusable for CVC? TB 43-180 e. Are TMDE properly secured IAW AR 190-51? f. Is TMDE requiring calibration up to date? TB 43-180					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TMDE/CALIBRATIONS		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 2 OF 2		
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ VERIFICATION X _____ Unit POC Signature, Name, Rank, Date X _____ Inspector's Signature, Name, Rank, Date					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION			
FUNCTIONAL AREA/SUBORDINATE AREA: SAFETY		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 2	
INSPECTION OFFICE/AGENCY G-4/ MEDICAL MAINTENANCE	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
TASK: Supervise Medical Maintenance Operations CONDITIONS: In the field or garrison environment, given medical maintenance personnel, equipment, maintenance facility/site, SOPs, and applicable references STANDARD: Establish and maintain an effective medical maintenance shop operation in accordance with SOPs and applicable references.					
1. REFERENCES: a. AR 385-10, Army Safety Program b. AR 385-55, Prevention of Motor Vehicle Accidents c. AR 420-90, Fire and Emergency Services d. MSDS 2. PURPOSE: To ensure maintenance activity practices safe operations, and maintain a safe environment. 3. SPECIFIC QUESTIONS: a. Are technicians knowledgeable of general safety procedures outlined by AR 385-10, and the unit's safety program? b. Are technicians knowledgeable of fire protection rules, plans, and evacuation routes? AR 420-90 c. Are shop floors kept free of oil, grease, and other hazardous or slippery substances? AR 385-10 d. Is there a shop safety NCO on appointment orders? e. Are hearing and eye protection items in use by personnel and are signs posted where applicable? AR 385-10 f. Are MSDS on hand for hazardous material on hand? g. Is there a flammable cabinet and is it in compliance with OSHA Reg 29 CFR, Part 1910? h. Are shop entrances and exits clearly identified? AR 385-10 i. Is the proper Personal Protective Equipment (PPE) on hand?					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SAFETY		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 2 OF 2		
INSPECTION OFFICE/AGENCY G-4/MEDICAL MAINTENANCE		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
k. Are fire extinguishers hung on a wall, in a cabinet, or on a stand with proper markings?					
l. Are shops properly ventilated as a precaution against asphyxiation by exhaust gases? AR 420-90					
NOTES: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____					
VERIFICATION X _____ Unit POC Signature, Name, Rank, Date X _____ Inspector's Signature, Name, Rank, Date					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MEDICAL SUPPLY AND EQUIPMENT		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 5	
INSPECTION OFFICE/AGENCY G-4/MEDICAL LOGISTICS	UNIT	INSPECTOR'S NAME & PHONE NUMBER			
ITEM			YES	NO	NA
TASK: To provide health service logistics to supported 30th Medical Brigade units CONDITIONS: Given the necessary references, guidance and equipment in field or garrison environment. Provide health services support. STANDARD: IAW 40-61 ensure units are capable of conducting their health services support logistics mission anywhere and when it is required in the fastest, most inexpensive and most practical way possible					
1. REFERENCES: a. AR 40-2, Army Medical Treatment Facilities, General Administration, Mar 83,. b. AR 40-4, Army Medical Department Facilities/Activities, Jan 80. c. AR 40-5, Preventive Medicine, Oct 90. d. AR 40-61, Medical Logistics Policies and Procedures, Jan 95. e. AR 220-1, Unit Status Reporting, Sep 97. f. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, Oct 97. g. AR 725-50, Requisitioning, Receipt, and Issue System, Nov 95. h. AR 735-5, Policies and Procedures for Property Accountability, Jan 98. i. AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations, Jul 96. j. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), Dec 97. k. DA Pam 710-2-2, Supply Support Activity System: Manual Procedures, Sep 98. l. DA Pam 738-750, Aug 94, Functional Users Manual for The Army Maintenance Management System (TAMMS)					

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MEDICAL SUPPLY AND EQUIPMENT		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 2 OF 5		
INSPECTION OFFICE/AGENCY G-4/MEDICAL LOGISTICS		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
<p>m. DA Pam 750-35, Guide for Motor Pool Operations, Aug 94.</p> <p>n. DLAI 4145.25 (AR 700-68), w/ Encl 1 & 2, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders, Jun 00.</p> <p>o. Quality Control Directives.</p> <p>p. TB Med 1, Storage, Preservation, Packaging, Packing, Maintenance and Surveillance of Material: Medical Activities, Jun 81.</p> <p>q. TB Med 2, Sterilizing Medical Surgical, Dental and Veterinary Material, May 87.</p> <p>r. Current SB 8-75 Series, Army Medical Department Supply Information, (12 Months).</p> <p>s. Current SC Series, Medical Equipment Set (MES) (All authorized MTOE MES's and SKO's SC's must be available).</p> <p>t. Current Unit MTOE for Medical Personnel and Equipment.</p> <p>u. CTA 8-100, Army Medical Department expendable/durable items, Aug 94.</p> <p>v. USAREUR Supplement. 1 to AR 40-2, Army Medical Treatment Facilities, General Administration, Apr 92.</p> <p>w. V Corps Reg 40-2, Medical Quality Assurance, Nov 94.</p> <p>2. PURPOSE: To ensure 30th Medical Brigade units are capable of conducting their health services support logistics mission.</p> <p>3. SPECIFIC QUESTIONS:</p> <p>DOES THE MEDICAL COMPANY/PLATOON/SECTION MAINTAIN PROPER ACCOUNTABILITY FOR MEDICAL SUPPLIES AND EQUIPMENT THROUGH THE FOLLOWING:</p> <p>a. Identify location of medical components in medical chests (AR 40-61, current packing list?</p> <p>b. Is all authorized and required medical material as listed on current MTOE, Unit Assemblage List and 1ID packing list either on-hand or properly requisitioned (AR 40-61, Chapter 5-5-d(1) and Chapter 4-3a, CTA 8-100, MTOE) (Company/platoon/section MTOE gives authorization)?</p> <p>c. Does the unit have all authorized components of medical sets, kits and outfits (SKO)? (AR 40-61, Chapter 4-3(a)</p>					

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MEDICAL SUPPLY AND EQUIPMENT		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 3 OF 5
INSPECTION OFFICE/AGENCY G-4/MEDICAL LOGISTICS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>d. Is excess equipment medical materiel promptly identified, reported, and disposed of IAW current regulations and policies (AR 40-61, Chapter 3-48-b1)?</p> <p>e. Is medical materiel properly hand receipted to establish accountability and prevent unnecessary losses [current primary and sub-hand receipt (user level) must be available]? (AR 40-61 and AR 735-5, DA PAM 710-2-1 Chapter 5-3a - 3b and AR 40-61 Chapter 4-29(c))</p> <p>f. Are current component lists, hand receipt annexes, and/or shortage lists maintained (DA PAM 710-2-1, Chapter 6-1a - 1(e))?</p> <p>g. Are packing lists maintained for medical chests, medical assemblages, and medical equipment sets (AR 735-5, Chapter 7-6c and 7-7(b)3)?</p> <p>h. Are inventories of medical assemblages (SKO's) components conducted every 6 months (AR 40-61, Chapter 5-6(2))?</p> <p>i. Does the unit compute and maintain on file the C-level rating for each assemblage based on the percentage (%) of all ARC Nonexpendable (N), Durable (D), and Expendable (X) National Stock Number (NSN) lines that meet a 75% on hand standard (AR 40-61 Chapter 5-13a - 13c, Chapter 5-14a - 14g and Appendix E1-E2)?</p> <p>j. Is the Customer Reorder List for expendable Class VIII supplies being properly maintained using the latest UA listing (AR 40-61, Chapter 3-41 (b)2)?</p> <p>k. Are book sets kept current on a yearly basis as revised component listing are published in the SB-8-75 series (SB-8-75-S9, Chapter 1-4)?</p> <p>l. Has the unit commander established a formal program for reviewing the consumption of durable medical items and are reviews conducted every 3 months (AR 40-61)?</p> <p>m. Is the units' copy of DA Form 1687 (Notice of Delegation of Authority Receipt of Supplies) current (DA PAM 710-2-1 Chapter 2-32a , 32b, 32f(1) - 32f (3), AR 40-61 Chapter 5-41(f))?</p> <p>n. Does the Medical company/platoon/section supply representative maintain a current DA Form 2064 (Document Register for Supply Actions) to support the request for expendable and durable medical supplies (AR 40-61, Chapter 3-41(c))?</p> <p>DOES THE MEDICAL COMPANY/PLATOON/SECTION MAINTAIN QUALITY CONTROL OF MEDICAL MATERIEL THROUGH THE FOLLOWING:</p> <p>a. Protecting medical supplies from contamination or deterioration by heat or freezing (AR 40-61, Chapter 2-14(c) and Chapter 2-14 (a), 4-5)?</p>				

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: MEDICAL SUPPLY AND EQUIPMENT	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE: 4 OF 5
INSPECTION OFFICE/AGENCY G-4/MEDICAL LOGISTICS	UNIT	INSPECTOR'S NAME & PHONE NUMBER	

ITEM	YES	NO	NA
<p>c. Maintaining an up-to-date potency data file on DA Form 4998-R (Quality Control and Surveillance Record for TOE Medical Assemblage Card) (or automated equivalent) for all expendable and durable potency dated items and check this with all MMQC messages received (AR 40-61, Chapter 5-6(2)b)?</p> <p>d. Rotating potency dated items within 6 months of expiration date through local MTF or turned into DMSO (AR 40-61, Chapter 2-14(d)1)?</p> <p>e. Managing Quality Control Directives IAW 11D DMSO SOP and Army regulations (AR 40-61, Chapter 2-12(a-c)?</p> <p>f. Properly disposing of, marking, and storing outdated medical material IAW DMSO guidance and current SB Series (AR 40-61 and MMQC Messages, Chapter 2-14A(4-5)?</p> <p>g. Demonstrating a current letter of Agreement with DMSO pertaining to storage of controlled medical items:</p> <p>(1) Are all code "R" and "Q" medical items inventoried monthly by a disinterested officer, appointed on orders, and the inventory documented on DA Form 3862 (Controlled Substance Stock Record)? (AR 40-61, Chapter 3-59(b)?</p> <p>(2) Are controlled items (narcotics, syringes, needles) properly secured, stored and controlled (AR 40-61, Chapter 3-59(a)?</p> <p>(3) Are rigid sharps containers used to properly dispose of needles, syringes, and other sharps (AR 40-5, Chapter 11-7(e)1)?</p> <p>h. Does the medical company/platoon/section have procedures/documentation (should be include in garrison and field SOP) on hand for the handling of bio-hazardous waste and hazardous materiel clearly established (AR 40-5, Chapter 4-9(d)2)?</p> <p>ARE OXYGEN TANKS STORED PROPERLY, (AR 700-68), TO INCLUDE:</p> <p>a. Are cylinders located in an authorized storage area, and are they palletized, boxed, crated, or secured to a fixed stanchion or fixture (AR 700-68 Chapter 5-9g(1-2)?</p> <p>b. Are "NO SMOKING" signs posted around storage area and at the entrance to storage room(s) (AR 700-68 Chapter 5-10A(1)b)?</p> <p>c. Are valve protection caps installed hand tight with full thread engagement on all Cylinders (TB MED 245 Chapter 10P and AR 700-68 Chapter 4-2K(2)?</p> <p>d. Is the storage area free of all flammable gases and liquids and other combustible materials (TB MED 245 Chapter 1(a-c) and AR 700-68 Chapter 5-</p>			

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: MEDICAL SUPPLY AND EQUIPMENT		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 5 OF 5
INSPECTION OFFICE/AGENCY G-4/MEDICAL LOGISTICS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>e. Are all oxygen cylinders, their valves, all accessories (e.g., regulators, hoses, protection caps) free of oil, grease, or other hydrocarbon products (AR 700-68 Chapter 4-2L)?</p> <p>f. Do all oxygen -filled cylinders bear DD Form 1191 (Warning Tag for Medical Oxygen Equipment) (TB MED 245 Chapter 2-3(a)?</p> <p>g. Are full and empty cylinders stored in separate locations (cylinders must be properly marked) (AR 700-68 Chapter 5-9(a)?</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				
<p>VERIFICATION</p> <p>x _____</p> <p>Unit POC Signature, Name, Rank,</p> <p>Date</p> <p>x _____</p> <p>Inspector's Signature, Name, Rank,</p> <p>Date</p>				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SUPPLY OPERATIONS		RATING	CHECKLIST EFF DATE: PAGE 1 OCTOBER 2004 1 OF 4		
INSPECTION OFFICE/AGENCY G-4/PROPERTY BOOK		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
TASK: Conduct Supply Operations/CIP Inspection CONDITIONS: In a field or garrison environment, given supply personnel, their functional areas, facility/site, SOPs and all applicable references STANDARD: IAW AR: DA PAM 1-201, Command Inspection Checklist, and all applicable References establish and maintain effective supply operations					
1. REFERENCES: a. AR 40-61, Medical Logistics Policies and Procedures, Jan 95. b. AR 710-2, Inventory Management Supply Policy Below the Wholesale Level, Oct 97. c. AR 735-5, Policies and Procedures for Property Accountability, Jan 98. d. DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), Dec 97. e. Current Unit MTOE for Medical Personnel and Equipment. f. CTA 8-100, Army Medical Department expendable/durable items, Aug 94. 2. PURPOSE: To ensure subordinate unit readiness and compliance with Army Standards 3. SPECIFIC QUESTIONS: PROPERTY ACCOUNTABILITY a. Has unit implemented the ULLS S4 program for automated hand receipts? b. Are file copies of the H/R (SPBS-R or PBUSE print-out) signed by the commander? (DA PAM 710-2-1 Para 5-3) c. Are all MTOE items on hand or on request? (AR 710-2, Para 2-6) d. Is excess equipment being turned in/ reported to the BPBO? (Da Pam 710-2-1 Para 3-5) e. Has corrective action been taken on serial number deficiencies noted by the Property Book Officer? (DA Pam 710-2-1 Para 4-19) f. Is property listed on the unit's SPBS-R/PBUSE printout sub-hand receipted to the individual or comparable element? (DA Pam 710-2-1 Para 5-3(2)) g. Are sub-hand receipts properly maintained and kept current? (DA Pam 710-2-1 Para, 5-3, fig 5-1) h. Are component hand receipts properly prepared and maintained? (DA Pam 710-2-1, Para 6-2)					

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SUPPLY OPERATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004		PAGE 2 OF 4
INSPECTION OFFICE/AGENCY G-4/PROPERTY BOOK		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
<p>i. Are change documents for transactions of issue/turn-in between the responsible officer and hand receipt holder being used? (DA Pam 710-2-1 Para 5-3)</p> <p>j. Have hand receipt annexes been established for non expendable component shortages and validated by the supporting PBO Team Chief? (DA Pam 710-2-1 Para 6-1)</p> <p>k. Are separate DA Form 2062s or automated hand receipts used for CFMO, TDA, organizational and installation property? (DA Pam 710-2-1, Para 5-3)</p> <p>l. Are nonexpendable component shortages on valid requisition? (DA Pam 710-2-1 Para 2-12)</p> <p>m. Are supporting documents in the supporting document files to account for property? (DA Pam 710-2-1, para 4-16)</p> <p>n. Are cyclic inventories conducted, signed and filed? (DA Pam 710-2-1 Para 9 -6)</p> <p>o. Are sensitive item listings inventoried monthly, signed and filed? (DA Pam 710-2-1 Para 9-9)</p> <p>SUPPLY ADMINISTRATION</p> <p>a. Is a list of file numbers on hand? AR 25-400-2</p> <p>b. Are files maintained IAW AR 25-400-2?</p> <p>c. Is current SOP on hand and signed by the Approving Authority/Commander? (DA Pam 710-2-1 Para 5-7)</p> <p>d. Are corrections made to documents IAW the guidelines found in the regulations? (IE ROS, AR 735, Para 13-47)</p> <p>e. Are Reports of Survey on file? (AR 25-400-2)</p> <p>f. Are Reports of Survey prepared IAW AR 735-5? (Fig 13-3a)</p> <p>g. Are Statement of Charges/Cash Collection Vouchers prepared IAW AR 735-5? (Fig 12-5a)</p> <p>h. Are delays explained in writing and attached to Report of Survey (ROS) as an exhibit? (AR 735-5 Para 13-13)</p> <p>i. Are ROS exhibits labeled IAW AR 735-5? (Para 13-9)</p> <p>j. Are completed copies of ROS maintained on file for a period of two years?</p> <p>k. Are quarterly evaluations conducted under the Command Supply Discipline Program (CSDP) (AR 735-5 Table B-7)</p>					

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST			DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: SUPPLY OPERATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004		PAGE 3 OF 4
INSPECTION OFFICE/AGENCY G-4/PROPERTY BOOK		UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO	NA
l. Are quarterly Central Issue Facility (CIF) Recons maintained on file for two years? (4 ea on hand) (DA Pam 710-2-1, Para 10-16) m. Has the commander delegated authority (DA Form 1687) for a representative to request and receive supplies? (DA Pam 710-2-1 Para 2-32) n. Are DA Form 1687s prepared IAW DA Pam 710-2-1? (Fig 2-14) ABSENTEE BAGGAGE (AR 700-84) a. Are documents on hand to support absentee status? b. Has absentee clothing/equipment been inventoried by a SGT or above? c. Are inventories conducted IAW the appropriate regulations? d. Is the original copy of the inventory placed in the container with the property? e. Are other copies maintained in the unit absentee suspense file? f. Has a secure storage area been designated? g. Is absentee clothing and equipment stored in a secure storage area with limited access? h. Are individuals receipting for property on the original copy of the inventory upon their return? i. Are proper procedures implemented to ensure that abandoned property is properly disposed? CLOTHING RECORDS: (AR 700-84, DA PAM 710-2-1) a. Are clothing show/shakedown inspections conducted at least annually on DA Form 3078s? b. Are DA Form 3078s properly prepared? c. Are initial issue clothing shortages replaced IAW AR 700-84? d. Are inventories of Organizational Clothing and Individual Equipment (OCIE) on DA Form 3645 for E4 and below conducted IAW DA Pam 710-2-1? e. Are DA Form 3645s prepared correctly? f. Are shortages accounted for IAW AR 735-5? g. Are Responsibility Statements on file and signed by SGTs and above for OCIE?					

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INSPECTION OFFICE/AGENCY G-4/PROPERTY BOOK	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>h. Are copies of the CIF printout on file?</p> <p>i. Are responsibility statements on file and signed by SGTs through SGM for initial issue items? (Updated at least annually)</p> <p>j. Are unused columns slashed or lined through on DA Forms 3078/3645 to verify completion of inventories?</p> <p>CLASS II AND IV (DOCUMENT REGISTER):</p> <p>a. Are document registers on hand IAW AR 25-400-2?</p> <p>b. Is a current MFR on hand to assign a block of serial numbers for use in the document register? (DA Pam 710-2-1 Para 2-23)</p> <p>c. Are the document registers filled out properly? (DA Pam 710-2-1 fig 2-6)</p> <p>d. Are Document registers kept by either calendar or fiscal year? (DA Pam 710-2-1 Para 2-23)</p> <p>e. Are priority designators properly assigned to supply requests? (DA Pam 710-2-1 Para 2-3)</p> <p>f. Is the PBO or designated representative reviewing and authenticating all requisitions with UND A or B? (DA Pam 710-2-1 Para 2-3)</p> <p>g. Is the unit using requisition procedures? (DA Pam 710-2-1,ch 2)</p> <p>h. Is the PBO or designated representative verifying that open requests, plus assets on hand, do not exceed authorized allowances? (AR-710-2)</p> <p>i. Are document registers closed out at the end of the fiscal or calendar year? (AR 25-400-2)</p> <p>j. Are RECONS conducted at least monthly and on file? (DA Pam 710-2-1 Para 2-31) Items denoted with (*) are required checks IAW the Management Control Plan (MCP)</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: TRANSPORTATION OPERATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 6
INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>TASK: Provide transportation guidance to all 30th MED BDE units in order to assist them in the movement of unit equipment and personnel from home station to temporary areas of operation. Train and communicate with unit movement officer on updates and changes that will assist them in the movement operation process.</p> <p>CONDITIONS: Given the necessary references and equipment in a field or garrison environment. Set up and maintain unit operations.</p>				
<p>STANDARD: IAW references listed below.</p> <p>1. REFERENCES:</p> <p>DOES THE UNIT HAVE ON-HAND OR KNOW WHERE TO VIEW WEB BASED MANUALS, BULLETINS, AND REFERENCES? THE FOLLOWING CONTAIN RELEVANT INFORMATION:</p> <ul style="list-style-type: none"> a. FM 55-1, Transportation Operations, 03 Oct 95 b. FM 55-9, Unit Air Movement Planning, 05 Apr 93 c. FM 55-10, Movement Control, 09 Feb 99 d. FM 55-12, Movement of Units in Air Force Aircraft, XXXXXXXXXXXXXXXXXXXXXXXX e. FM 55-15, Transportation Reference Data, 27 Oct 97 f. FM 55-20, Army Rail Transport Units and Operations, 31 Oct 86 g. FM 55-21, Railway Operation and Safety Rules, 17 Jul 89 h. FM 55-30, Army Motor Transport Units and Operations, 27 Jun 97 i. FM 55-50, Army Water Transport Operations, 30 Sep 93 j. FM 55-65, Strategic Deployment, 03 Oct 95 k. FM 55-80, Army Container Operations, XXXXXXXXXXXXXXXXXXXXXXXX l. FM 100-17, Mob, Depmt, Redepmt, Demob, 28 Feb 92 m. FM 100-17-3, Reception, Staging, Onward Movement, & Integration, XXXXXXXXXXXXXXXX n. TM 38-250, Preparing HAZMAT for Military Air Shipments, 01 Mar 97 o. USAREUR Reg 55-1, US Army Mtr Veh Opns on Public Roads, 29 Jan 85 p. USAREUR Reg 55-4, Joint Trans Of HAZMAT, Nov 91 				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
q. USAREUR Reg 55-25-1, Deployment Regulation (DRAFT) r. USAREUR Reg 55-26, Unit Movement Planning, 09 Jan 94 s. USAREUR Reg 55-48, Blocking, Bracing for Motor Transport, 07 Apr 96 t. USAREUR Reg 55-355, Joint Trans and Traffic Mgmt Reg, 20 Dec 86 u. USAREUR Reg 385-15, Safety, 06 Sep 94 v. USAREUR Reg 525-1, Deployment Operations, XXXXXXXXXXXXXXXXXXXXXXXXXXXX w. V Corps Deployment SOP (see V Corps Web Page under G3/Plans) x. TB 55-46-1, Std Charact. (d, wt, cu) for Trans of Military Veh & Equip 2. PURPOSE: To obtain an overall assessment of the units' ability to maintain unit movement operations and their ability to employ unit movement plans and related automation. 3. SPECIFIC QUESTIONS: DOES THE UNIT HAVE ON-HAND THE FOLLOWING MISCELLANEOUS REFERENCES: a. MTMCTEA Pamphlet 55-19 Tie-down Handbook for Rail Movements? b. MTMCTEA Ref 99-55-24 Vehicle Preparation HB for Fixed Wing AIR? c. MTMCTEA Ref 97-55-22 Marine Lifting & Lashing HB? d. MTMCTEA Ref 98-55-21 Lifting & Tiedown of U.S. Military Helicopters? e. MTMCTEA Ref 96-55-20 Tiedown HB for Truck Movements? f. MTMCTEA Ref 96-55-23 Containerization of Military Vehicles g. V Corps Commander's Deployment / Movements Battlebook (TBP) ADDITIONAL RESOURCE RECOMMENDATIONS: a. www.usapa.army.mil/index ;Army Publications Online b. www.deploy.eustis.army.mil ;Good Deployment Information Site c. www.21taacom.army.mil/1tmca ;U'R Transportation Information (Good for Rail) d. www.tea.army.mil/si/tb55 ;Vehicle & Equipment Characteristics Manual Online Unit Movement Administration:				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>UNIT MOVEMENT BINDER: (Discuss with the UMO/NCOIC) The unit movement binder should contain critical information relevant to your unit's movement planning. This binder should resemble a Battle book containing comprehensive data you will need to accomplish your deployment tasks, reception, and plans for onward movement. The following lists are items that will be included in your movement's binder and checked during command inspections.</p> <ul style="list-style-type: none"> a. Appointment orders for primary and alternate (E6 or higher) UMOs? These individual must have a minimum of 12 months retainability. b. Appointment orders for HAZMAT certifying officials, training validation for unit load teams (Pallet & Rail), and AALPS training certificates (if any)? c. Unit Recall Rosters with instructions? d. Index of movement reference materials, sample forms, documents, and memos? e. POC listing (BDE UMC, UMOs, MCO, S4, G3/Deployments)? f. Copy of the unit deployment / movement SOP? g. Functional strip maps from you unit locations to the: DPC; Rail heads in your area; ATMCT-Ramstein; SPOE (Bremerhaven) h. Working vehicle load cards, container packing lists, and pallet inventories? i. Extracts of X & N hour sequences from the deployment SOP? j. Planning document with working advance party composition? <p>READINESS: IAW DEPLOYMENT DATABASE (USAREUR REG 55-26): IS THERE A CURRENT TRANSPORTATION COORDINATOR - AUTOMATED INFORMATION FOR MOVEMENT SYSTEM II (TC-AIMS II)? U'R REG 55-26</p> <ul style="list-style-type: none"> a. Are units UDL's updated every 90-days? b. Does the UDL match the unit property book? c. Are trailers connected to prime movers? d. Have you updated the date on the header data screen? e. Are the line and index numbers correct for each piece of equipment? f. Does the level - 4 data reflect all unit equipment to be transported in an operational configuration, as applicable? 				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>g. Are the dimensions accurate for equipment the unit may have made modifications on?</p> <p>h. Have you manually entered correct heights for secondary loads, added the additional height to the base height of the vehicle?</p> <p>i. Are weights for containers correct? (for planning do not exceed 17.5K lb for a 20-foot Container or 10K lbs for an ISU). Are heights & weights on 463L pallets correct?</p> <p>j. When building a DEL does the unit know to identify: (Discuss with UMO), all pallets, containers, and vehicles containing HAZMAT?; unit equipment requiring external lift support?; secondary loads to be dismounted from vehicles or trailers and more importantly, which secondary loads can't be dismounted?; Unit Line Numbers (ULN) by destination, node, date to include passenger status?</p> <p>COMMENTS / REMARKS: Shortfalls in this area are directly linked to readiness.</p> <p>HAZMAT: HAZARDOUS CARGO CERTIFICATION (USAREUR REG 55-26 SECTION IV & TM 38-250)</p> <p>a. Are units aware of requirements found in USAREUR 55-26 and TM 38-250?</p> <p>b. Does the unit have school trained HAZ 12 personnel?</p> <p>c. Do units maintain qualified HAZ 11 drivers for transportation of Hazardous Materials?</p> <p>d. Are load teams familiar with rules, regulations and registration for shipping Hazardous Materials by Air?; Rail?; Sea?; Surface?</p> <p>MODES OF PLANNING: (Discuss with the UMO/NCOIC)</p> <p>SEA MOVEMENTS:</p> <p>a. Does the unit know their PSA requirements based on their unit's unique equipment requirements and have a planning document with working PSA composition? (Should be in Movements Binder)</p> <p>b. Does the unit know the role and function of supercargo personnel?</p> <p>c. Has the unit identified their equipment that can't be transported via rail?</p> <p>RAIL MOVEMENTS(USAREUR REG 55-26 & SEE 1TMCA WEB PAGE):</p> <p>a. Does the units Battle book have current rail movement information?</p> <p>b. Do the UMOs know who to ask for assistance with rail planning?</p> <p>c. Do units maintain a listing of their Blocking, Bracing, Packaging, Crating and Tie-down (BBPCT) requirements?</p>				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>d. Are the UMOs familiar with rail movement procedures IAW the local Area Support Group (ASG)?</p> <p>e. Does the unit have a prepared standard railhead safety briefing?</p> <p>f. Are UMO personnel familiar with European Rail Movement procedures? (i.e., escort/guards, movement requests, submissions, tool requirements, and processing procedures)</p> <p>g. Rail planning worksheets, as applicable?</p> <p>h. Photos of Rail Heads, Staging Areas, and other areas that your unit will occupy during movements out of Central Region?</p> <p>HIGHWAY MOVEMENTS (USAREUR REG 55-1):</p> <p>a. Does the units movement SOP have current unit highway movement information?</p> <p>b. Do units have copies of 27th & 39th MCBs customer handbooks?</p> <p>c. Do the units have a convoy commander's Checklist? (ref. FM 55-15, ch 3)</p> <p>d. Are the UMOs familiar with convoy and convoy request procedures IAW the 27th Trans Bn & 1st TMCA procedures?</p> <p>e. Are units familiar with escort requirements when transporting sensitive and classified cargo? (i.e., weapons, documents, COMSEC, or weapons systems)</p> <p>f. Do units conduct semi-annual convoy training?</p> <p>g. Are S4 personnel familiar with Highway Movement procedures?</p> <p>h. Does the unit have prepared copies of trans requests for convoy movements and bus support? Do they know who to call and get them?</p> <p>AIR MOVEMENTS (USAEUR REG 55-26, FM 55-12 & TM 38-250):</p> <p>a. Does the unit's movements SOP contain current unit air movement information? FM 55-26 22(a)</p> <p>b. Does the unit have a copy of the 39th Transportation Bn ATMCT customer Handbook?</p> <p>c. Is shoring / dunnage identified for the vehicles and equipment requiring shoring /dunnage during air movements? FM 55-12 App. A</p> <p>d. Do the subordinate units have or have access to an Army Air Load Planners System (AALPS)? FM 55-12, App. A</p>				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>e. If alerted for a contingency, does the unit have working airload plans?</p> <p>f. Do units have pre-planned Shipper's Declarations of Hazardous Materials completed and on record for air movement?</p> <p>g. Are S4 personnel familiar with air movement procedures?</p> <p>NOTES:</p> <p>_____</p> <p>-</p> <p>_____</p> <p>-</p> <p>_____</p> <p>-</p> <p>_____</p> <p>-</p> <p>_____</p> <p>-</p> <p>_____</p> <p>-</p>				
<p>VERIFICATION</p> <p>x _____</p> <p>Unit POC Signature, Name, Rank, Date</p> <p>x _____</p> <p>Inspector's Signature, Name, Rank, Date</p>				

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: FOOD SERVICE OPERATIONS		RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 5
INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
TASK: Perform unit level maintenance, checks, and services on field kitchen equipment and Mobile Kitchen Trailers in a garrison and field environment. CONDITION: Provide applicable equipment, references and resources required ensuring equipment could be maintained mission capable. STANDARDS: Records maintained IAW DA PAM 738-750; necessary publications on hand; All field food service equipment mission capable.				
1. REFERENCES: <u>Army Regulations</u> AR 30-1 The Army Food Service Program AR30-22 New Army Food Service Program AR 30-5 Food Cost & Strength Summary AR 40-1 Preventive Medicine AR 40-657 Veterinary Medical Food Inspection & Laboratory Service AR 420-47 Solid and Hazardous Waste Management <u>USAREUR Regulations</u> UR 30-21 Field Feeding Program <u>Technical Bulletins</u> TB MED 513 Guidelines for Evaluation and Control of Asbestos Exposure TB MED 577 Sanitary Control and Surveillance of Field Water Supplies TB MED 530 Occupation & Environmental Health Food service Sanitation <u>Field Manual</u> FM 10-23 Basic Doc for Army Field Feeding FM 10-23-2 Dining Facility Operation Procedures <u>Technical Manuals</u> TM 10-7360-206-23P Kitchen Field Trailer Mounted Parts TM 10-7360-206-13 Kitchen Field Trailer Mounted TM 10-7360-211-13&P Food Sanitation Center TM 10-7360-209-13&P Kitchen Co Level Field Feeding (KCLFF) TM 10-7360-209-13&HR Hand Receipt (KCLFF) TM 10-7360-204-13&P Range Outfit (M59/M2/M2A) TM 10-412 Armed Forces Recipe TM 10-4540-202-12&P Immersion Heater <u>Other Publications</u> LO 10-7360-206-12 Lubrication Order MWO 10-7360-206-30-1 Modification Work Order				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>2. PURPOSE: To ensure that units adhere to policies and procedures in order to maintain their readiness posture, i.e. units are mission capable and ready for deployment</p> <p>3. SPECIFIC QUESTIONS:</p> <p style="text-align: center;"><u>PUBLICATIONS:</u></p> <p>a. Does the unit have all of the above publications on file or electronic?</p> <p>b. Has unit ordered updates for all mission publications?</p> <p>c. Does unit have an order number document or status of order publication?</p> <p>d. List all missing or out dated publications and updates below.</p> <p>e. Does unit have:</p> <p style="padding-left: 20px;">(1) TM's for authorized MTOE equipment?</p> <p style="padding-left: 20px;">(2) TM10-412, Armed Forces Recipe Service ?</p> <p style="padding-left: 20px;">(3) FM 21-10, Field Hygiene and Sanitation ?</p> <p>f. Does unit have a training program in place? "OJT"</p> <p>g. Are OJT program files current?</p> <p style="text-align: center;"><u>MAINTENANCE:</u></p> <p>a. Is DA Form 2404 or 5988E used on file?</p> <p>b. Is DD Form 314 properly filled out to include all scheduled maintenance one month in advance?</p> <p>c. Does unit have a load plan (card) on hand for all field equipment?</p> <p>d. Are hand receipts and DA Form 2062's shortage annexes on hand and current?</p> <p>e. Has unit submitted its field kitchen SOP for review and approved? Is it current?</p> <p>f. Are DA Forms 2404 or 5988-E properly used to inspect and maintain equipment?</p> <p>g. Do all personnel have equipment operator's licenses?</p> <p>h. Are personnel knowledgeable on performing PMCS task?</p> <p>(DA PAM 750-35, Guide For Motor Pool Operations, Para 2-5)</p> <p style="text-align: center;"><u>IMMERSION HEATER:</u></p> <p>a. Is Immersion Heater rust free and serviceable?</p> <p>b. Are all parts clean and free of spots, grease, and rust or in need of additional work?</p> <p>c. Are there any missing parts, are all missing parts noted on the 2404's and ordered?</p> <p>d. Is their light coat of lubrication on the outside of each heater and stovepipes?</p> <p>e. Is each heater body only on the outside painted 6 inches from the top?</p> <p>f. Do both Immersion heater and fuel tank number have warning decal attached?</p> <p>g. Are fuel tanks and Immersion heater empty of any fuel, water or other contaminates?</p> <p>h. Does the unit have 6 ea. 32 gallon painted trash can with lid. (____)</p> <p>i. Are cans clean and free of grease and rust?</p> <p>j. Are data plates and warning decals attached, are they legible?</p> <p style="text-align: center;"><u>OTHER EQUIPMENT:</u></p> <p><u>Tray Pack Heater</u></p> <p>a. Is Tray pack heater clean, and free of damage (weld cracks, missing parts)?_</p> <p>b. Is Heater fan assembly clean and serviceable?</p> <p><u>Mobile Warming Cabinet</u></p> <p>a. Clean and serviceable (cords and connectors)?</p>				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p><u>M59 FIELD GAS RANGE & Accessory Outfit:</u></p> <p>a. Are ranges complete and serviceable to include burner units?</p> <p>b. Are ranges clean, and free of rust, burned-on grease and food particles?</p> <p>c. Are cradle rails coated with anti-seize compound?</p> <p>d. Are ranges to include burner units stenciled and numbered?</p> <p>e. Are range doors intact and free of damages?</p> <p>f. Are range components clean and serviceable?</p> <p>g. Are accessory outfits complete?</p> <p>h. Are all components of the accessory outfits clean and serviceable?</p> <p>i. Are fire extinguishers charged and tagged with inspection date?</p> <p>j. Is hand air pumps operational and serviceable?</p> <p><u>WATER TANK</u></p> <p>a. Have medical inspections been conducted on trailers in the past 12 months?</p> <p>b. Are tank interiors clean and free of rust?</p> <p>c. Are faucets and faucet boxes clean and serviceable?</p> <p>d. Are manhole gaskets clean and serviceable to include air intake valves?</p> <p>e. Are hand brakes and brake lines serviceable?</p> <p>f. When was the last time the water trailer was serviced by unit maintenance?</p> <p><u>KCLFF & KCLFF-E w/ Comments</u></p> <p>a. Are heater tanks clean and serviceable?_</p> <p>b. Are table assemblies clean and serviceable?</p> <p>c. Are cradle assemblies clean and serviceable?</p> <p>d. Are sub components on hand and are they clean and serviceable?_</p> <p>e. Is KCLFF and burner units stenciled and numbered?</p> <p><u>Field Sanitation Center Comments</u></p> <p>a. Are modular tents serviceable and stored properly?</p> <p>b. Does unit have a repair kit for tentage?</p> <p>c. Are systems complete?</p> <p>d. Are components clean and serviceable?</p> <p>e. Are zippers serviceable and are tents free from dry rot?</p> <p>f. Are tents complete to include poles, stakes, and liners?</p>				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p align="center"><u>M2 BURNER UNIT & MODERN BURNER UNIT</u></p> <p>a. Are burner units properly stored and empty of fuel?</p> <p>b. Do burner units have both caution and maintenance decals on them?</p> <p>c. Are burners complete and serviceable?</p> <p>d. Are spare generators attached to burner units?</p> <p>e. For MBU, have generators been serviced or replaced?</p> <p>f. Do burner units have air valve caps and pre-heater shields?</p> <p>g. Do burner units have air pressure gauges that are operational?</p> <p>h. Do burner units have ¼-inch washers under brackets of fuel tanks?</p> <p>i. Are burner units free of rust, grease, and dirt?</p> <p>j. Are burners equipped with the safety valve device?</p> <p>k. Are hours of use been logged in with 2404 or 5988e for each burner?</p> <p>l. Are burner units complete and serviceable?</p> <p>m. Are burner units equipped with required connection and adapters?</p> <p align="center"><u>2KW GENERATOR</u></p> <p>a. Do generators have both caution and maintenance decals on them?</p> <p>b. Are generators complete and serviceable?</p> <p>c. Are all required connection and adapters available?___</p> <p>d. Do unit have scheduled training and service?</p> <p align="center"><u>INSULATED LIQUID DISPENSER & FOOD CONTAINERS</u></p> <p>a. Are dispensers complete with faucet, wing nut, washer, and gasket?</p> <p>b. Are dispensers clean and free of odor and stains to include faucet assemblies?</p> <p>c. Are dispensers equipped with vent closure caps?</p> <p>d. Are dispensers free of cracks and swelling?</p> <p>e. Are food containers clean and stored to allow for proper air circulation?_</p> <p>f. Are food containers serviceable and complete?</p> <p>g. Are all parts clean and free of food particles and odor?</p> <p>h. Do all lids and inserts lids have rubber gasket?</p> <p>i. Are all containers numbered?</p> <p>j. If parts are missing, are they on order?</p> <p align="center"><u>ICE CHEST 200/400 LBS</u></p> <p>a. Are ice chests clean with lids open to allow air to circulate?</p> <p>b. Are rubber gaskets clean, serviceable, and free of any paint over spray?</p> <p>c. Are safety chains attached to the ice chests?</p> <p>d. Are ice chests complete to include ice picks, drain plugs, and four legs.</p>				

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INSPECTION OFFICE/AGENCY G-4/SUPPORT OPERATIONS	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>PRESCRIBED LOAD LIST</p> <p>a. Has PLL stock of repair been established IAW (AR 710-2, chap 2), (Maintenance Management UPDATE 14, DA PAM 750-35 Guide for Motor Pool Operations, Para 2-2)</p> <p>b. Has the unit and its subordinates turned in all UBL IAW USAREUR Policy Letter dated 1 SEP 99?</p> <p>c. Has the unit and its subordinates established a Field Ration Account with its supporting TISA (Troop Issue Subsistence Activity) to Support Field training Exercise?</p> <p>d. Are field class I account files properly maintained? (Standard Operating Procedure TISA)</p> <p>e. Has an exception to policy been granted to any unit with a CRT mission? (Crisis Response Team) USAREUR Policy Letter dated 1 SEP 99 and current MOA dated 18 AUG 1999?</p> <p>f. Does the unit have documents as DD Form 577 card on hand and current?</p> <p>g. Does the unit have assumption of command orders on hand and are they current for requisitioning of units basic Loads?</p> <p>h. Does the unit have memorandum requesting and DA form 3161 with total amount of MRE's need for basic load?</p> <p>NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>VERIFICATION</p> <p>X _____</p> <p>Unit POC Signature, Name, Rank, Date</p> <p>X _____</p> <p>Inspector's Signature, Name, Rank, Date</p>				